



STATE OF NEVADA  
OFFICE OF THE ATTORNEY GENERAL  
BUREAU OF CONSUMER PROTECTION

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Las Vegas, Nevada 89135

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*Attorney General*

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**FINANCIAL ANALYST  
BUREAU OF CRIMINAL JUSTICE  
FRAUD UNIT**

**POSITION TITLE:** Financial Analyst  
(Grant Funded Position)

**GROSS SALARY:** Depending on experience, the salary range is approximately:  
\$61,378 - \$71,378 annually on Employee/Employer Paid Compensation  
Schedule  
\$53,236 – \$63,236 annually on Employer Paid Compensation Schedule

**PRIMARY DUTY STATION:** Las Vegas. Occasional travel in Nevada is required.

**POSITION STATUS:** Exempt (FLSA); unclassified position entitled to standard State benefits; serves at the will of the Attorney General. Employment with the Attorney General's office is contingent upon successful completion of background checks by the National Crime Information Center/Nevada Criminal Justice Information System (NCIC/NCJIS), and a fingerprint criminal history check.

**POSITION SUMMARY:** This is a grant funded position through August 2015 reporting to the Fraud Unit Chief and the Attorney General. This unclassified position's primary responsibility will be to perform forensic accounting and analysis in support of criminal investigations and provide testimony in judicial proceedings. The Financial Analyst will work closely with investigators to identify and collect financial evidence including business records and bank accounts. The Financial Analyst will analyze financial records to uncover evidence of criminal activity. The Financial Analyst will compile complex financial evidence into detailed reports; work closely with prosecutors to develop case theories, and present findings as a witness before the grand jury and at trial.

The Financial Analyst must possess excellent written and verbal communication skills. The person in this position must be able to distill complex financial information into a clearly understandable format for presentation in court. The Financial Analyst must also collaborate effectively with investigators, prosecutors and support staff to complete thorough investigations and successful prosecutions.

**MINIMUM EDUCATION AND BACKGROUND:** The Financial Analyst must possess a current licensure as a Certified Public Accountant (CPA) and either two years forensic accounting or four

years large, complex, independent auditing experience. Equivalent education and experience, such as fraud examiner certification, will also be considered.

**SKILLS REQUIRED:** Applicants must possess effective written and verbal communication skills; other required skills include planning, prioritizing and executing timelines without the need for supervision. Applicants must be highly professional, well-organized, self-motivated, punctual and prompt, and must possess leadership skills. The Financial Analyst must be proficient or become proficient in ProLaw, Adobe Pro, Westlaw, NCIC, in office databases, Excel, and Microsoft Outlook.

**PHYSICAL DEMANDS:** This position requires mobility to work in a typical office setting, use standard office equipment, and travel to offices and courts in various parts of the State. It also requires vision to read printed materials and a computer screen, and hearing and speech to communicate in person and over the telephone. The applicant must be able to speak in a clear and understandable manner, and to hear and respond to questions posed. Reasonable accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

**This position announcement lists the major duties and requirements of the job and is not all-inclusive. The successful applicant will be expected to perform additional job-related duties and may be required to have or develop additional specific job-related knowledge and skills.**

Interested applicants must submit a cover letter, detailed resume, writing sample, and a list of 3 professional references by close of business day on **August 22, 2013**, to:

**Gloria Navarro**  
**Chief Personnel Officer**  
**100 North Carson Street**  
**Carson City, Nevada 89701-4717**  
**FAX: (775) 684-1108**  
**[gnavarro@ag.nv.gov](mailto:gnavarro@ag.nv.gov)**

The Attorney General's Office is an equal opportunity employer.